

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	DISTRICT/DIVISION/OFFICE 06/Maintenance/North Region/Fresno Area/657	
WORKING TITLE Irrigation/Spray Crew Supervisor	POSITION NUMBER 906-650-6301-xxxx	EFFECTIVE DATE April 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Caltrans Maintenance Area Superintendent, the incumbent supervises and works with a crew engaged in the care and maintenance planted and unplanted areas bordering freeways and highways. Will be required to work irregular shifts including nights and weekends and is required to respond to after-hours call-outs for emergencies. May oversee the work of a group of non-State or community service workers. Must possess a valid and unrestricted class "C" California Driver's License.

TYPICAL DUTIES:

Percentage	Essential (E) Marginal (M) ¹		Job Description
40%	(E)		Plan, organize and direct the work of a landscape maintenance crew, whose primary focus is irrigation maintenance and application of herbicides used in Right of Way vegetation control. The Supervisor is responsible for instruction of crew members in the proper use tools, equipment and methods used in landscape irrigation repair work and herbicide application. Incumbent is responsible for enforcing the Caltrans Injury & Illness & Prevention Program including worksite and facility inspections to identify and correct hazards in work areas. The incumbent responds to emergencies and after hour call-outs within the Maintenance Area.
30%	(E)		Daily time keeping utilizing the Departments IMMS program to record employee time, as well as materials and equipment used. Report preparation and record keeping relating to landscape work, as well as budgets using a computer, forms and Departmental programs. Prepare request for materials and services. Process damage claims for damage to State property.
10%	(E)		Engage in the planning of group projects, cooperating with Region Managers, Area Superintendents and Maintenance Supervisors from within and outside the Fresno Maintenance Area.
10%	(E)		Cooperate with the planning of Emergency Operation activities with other Caltrans Maintenance Supervisors in the Area, including planned response to weather related problems (storm patrol, chain control, etc.), or take primary responsibility in the absence of a Highway Maintenance Supervisor.

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| 5% | (M) | Work with and assist crew performing landscape/herbicide application duties. |
| 5% | (M) | Establishes and maintains a good relationship with local community and law enforcement officials and the traveling public to preserve a good image for the Department. |

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Works under the direction of a Caltrans Maintenance Area Superintendent. Will be expected to operate with a high degree of independence in the day to day work.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, and equipment used in the construction and maintenance of highways and structures; operation and maintenance of equipment and tools used in highways or structures maintenance and construction; characteristics of heavy maintenance and construction equipment. Rules and regulations pertaining to highway and structure maintenance practices, including placing of detour and warning signs; accident prevention techniques; rules and regulations pertaining to inspection on encroachments

Must have knowledge of the provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles, highway operations, safety rules and practices, including placing of detour and warning signs.

Must have knowledge in the use of modern methods of propagating, planting, cultivating and caring for trees, shrubs, flowers, and various types of ground cover, as well as types of plant pests and diseases and the methods for their control and eradication; methods, materials, equipment, and tools used in highway landscaping work.

Must have knowledge of safety practices; fire prevention techniques; emergency first aid, the basic occupational safety and health regulations contained in Title 8 Industrial Relations – Construction and General Industry Safety Orders as well as the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program. Knowledge of basic safe work practices and the supervisor's role in maintaining an effective Injury and Illness Prevention Program. Must have the ability to detect unsafe conditions and practices and to plan, organize, conduct and evaluate safety-training programs.

Must have knowledge of the principles of effective supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Must have the ability to plan, organize and direct the work of others.

Must have the ability to read, write and maintain accurate records; interpret simple blueprints and sketches, and direct the work of others based on these. Must have ability to read grade and slope stakes and install culverts and rock retaining walls. Must have the ability to prepare preliminary budget estimates and reports.

Must have the ability to identify flowers, trees, and shrubs commonly grown in California; plan minor highway landscaping projects; maintain sprinkling and drainage systems; operate and care for maintenance and landscape equipment; inspect contract landscaping work for compliance with contract specifications; read and interpret landscaping plans and specifications.

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Must have ability to analyze situations accurately and adopt an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Caltrans Maintenance Supervisor will make decisions affecting the action of his/her subordinates during their scheduled routine activities. When confronted with emergency situation, the Caltrans Maintenance Supervisor's judgement should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PUBLIC AND INTERNAL CONTACTS

Communication with employees, engineers, news media, law enforcement, outside agencies and the public is crucial in this position on a daily basis. The incumbent will work closely with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management on a variety of subjects where the right attitude will be key to successful communications and a positive Departmental image.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, latex gloves, rain gear, rubber boots, coveralls, eye protection, as well as occasionally activities requiring a breathing apparatus. The incumbent will be required to move heavy objects, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situation, recognize emotionally charged issues or problems, and acknowledge the various responses.

WORK ENVIRONMENT

Incumbent can expect to be outside most of the day in all kinds of weather. The work is physically demanding and requires stamina, agility and strength. May be subject to sunburn, insect bites, loud noises, dust and chemicals. In addition the job is potentially hazardous because it is performed at the side of the road or in the roadway itself, where workers are exposed to vehicular traffic. There is a possibility of injury by working with and around heavy equipment, hot and/or pressurized material. Worker may be required to work rotating or irregular shifts, including nights and in emergency situations caused by storms and floods.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE (print)

EMPLOYEE (signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (print)

SUPERVISOR (signature)

DATE
